
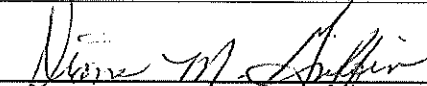
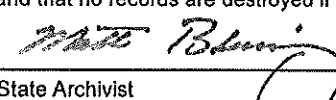
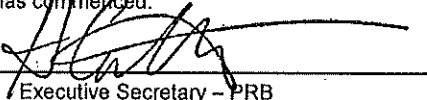


DEPARTMENT OF ADMINISTRATION  
PUBLIC RECORDS BOARD  
PRB-001 (R 04/2010)  
PAGE 1 OF 3

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"> <li>Instructions for completion are provided on pages 2-3.</li> <li>In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li> <li>Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number.</li> <li>Agency Records Officer: Review &amp; approve RDA; Assign RDA #, if applicable. Forward original <u>only</u> to the PRB. Maintain an agency copy during the Board's review process.</li> </ul>					<b>1. Retention/Disposition Authorization # (RDA)</b> Sequential Number      Suffix 375	
					<b>2. Agency Number</b> 437	<b>3. Unit Number</b> 305
					<b>4. RDA Status</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded	
<b>5. Agency Name</b> Dept. of Children & Families						
<b>Division Name</b> Division of Safety and Permanence				<b>Subdivision Name</b> Bureau of Safety and Well Being		
<b>6. Record Series Title</b> Serious Incident Notifications and Reports						
<b>7. Record Series Life Cycle Dates</b> Year Created      Year Discontinued      Year of Final Disposition 2005			<b>8. Medium for Records Storage – Check all appropriate categories</b> <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)			
<b>9. Retention Time Period - Specify Actual Period</b> Yrs      Mo      Wks      Days      Permanent 7 <input type="checkbox"/>			<b>10. Event that Initiates the Start of the Retention Time Period</b> Creation      Fiscal      Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Case closed			
<b>11. Disposition</b> <input type="checkbox"/> Destroy <input type="checkbox"/> Transfer to State Archives (WHS) <input type="checkbox"/> Transfer to Other Location (Specify) <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer to UW Archives						
<b>12. Records Series Description</b> The Division of Safety and Permanence is responsible for receiving and notifying the public about serious incidents, i.e., child death or serious injury where maltreatment is suspected, egregious abuse or neglect, and suspected suicide of a youth in out-of-home care placement.  Records consist of: incident notifications and 90-day summary reports and case review reports  The Disclosure Act (s. 48.981(7)(cr), Stats) directs the Division of Safety and Permanence to receive and respond to serious incidents, but does not contain requirements for records retention. The Division of Safety and Permanence must also produce a quarterly report for reports of sexual abuse of children residing in out-of-home care placement. The quarterly report is posted on the Department of Children and Families web site. Effective in 2010, incidents were reported via Wisconsin Statewide Automated Child Welfare Information System (eWiSACWIS) and are part of the child's case record. Prior to 2010, agencies reported incidents to the Division of Safety and Permanence via fax or e-mail. Also effective in 2010, 90-day summary reports must be prepared and made available to the public. These reports are currently posted on the Department of Children and Families web site. A hard copy of each 90-day Summary and other materials relevant to the review of individual cases are maintained by the Division of Safety and Permanence.						
<b>13. Records Contain Personally Identifiable Information (PII)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>14. Name of Agency Program Contact or Records Officer – Select appropriate title.</b> Paula L. Brown <input checked="" type="checkbox"/> Program Contact <input type="checkbox"/> Records Officer Telephone    (608) 266-0579      Email				
<b>15. Records Series is Confidential or Access is Limited</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, enter Statute/Code)    s. 48.981(7)(cr), Stats.						
<b>16. APPROVAL SIGNATURES</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">             Agency Official                              Date (mm/dd/ccyy) 6/14/12         </div> <div style="width: 45%;">             Agency Records Officer                              Date (mm/dd/ccyy) 6/13/12         </div> </div>						
<b>PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced.</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">             State Archivist                              Date (mm/dd/ccyy) AUG 22 2012         </div> <div style="width: 45%;">             Executive Secretary – PRB                              Date (mm/dd/ccyy) 8/27/2012         </div> </div>						

APPROVAL SUBJECT TO 10-YEAR RECORDS ACT. This document is available in alternate formats to individuals with disabilities upon request.

UNSET. RESUBMITTAL REQUIRED

PRIOR TO August 2022